NAVIGATING DCPS – VIEW ONLY

LOGGING INTO DCPS
1. Type in OMAPO on logon screen (enter)
2. Enter user id and password (enter)
3. DCPS Broadcast Message is displayed for your information (enter)
4. Security Sign-on Message is displayed for your information (enter)

DCPS MAIN MENU
1. Employee Data Menu - Personnel
2. Employee Data Menu
3. Time and Attendance Menu
4. Pay Adjustments Menu
5. Leave Menu
6. **On-line Inquiries Menu**
7. As-required Reports Menu
8. Payroll Office Tables Maintenance Menu
9. Payroll Office Tables Reports Menu
10. Retirement Menu
11. **View Broadcast Messages**
12. W-2 Main Menu
13. Debt Collection Menu

ON-LINE INQUIRIES
Human Resource Offices are given security access to DCPS as a "view only" payroll technician. HRO's do have access to overseas allowances-advances/payments/adjustments, bond details, and prepaid health benefits premium collections in the on-line inquiries menu that are for the payroll office use and should not be used by the HRO's.

Employee Locator
1. Displays employee name, work location, pay block, activity, and organization.
2. Shift F1 (Ctr 1) to clear the ssn so that you can input another ssn.
3. F1 (Alt 1) to go back to on-line inquiries menu

History (Leave, Pay, Time)
1. View Leave Histories
   A. Displays annual/sick leave, comp time, donated leave indicator, leave ceiling indicator, blanket leave indicator
   B. F2 (Alt 2) displays donated leave, religious and leave bank
   C. F2 (Alt 2) displays restored leave, home leave, misc leave
   D. F2 (Alt 2) displays time-off awards, continuation of pay, shore leave, and family leave
   E. F2 (Alt 2) displays advanced annual/sick leave, credit hours, law enforcement leave, military leave, leave without pay hours, intermittent hours accrued
   F. F3 (Alt 3) moves you back until you come to the first page
   G. F5 (Alt 5) displays the date effective and the amount for each time-off award and compensatory time earned and used. Shift F1 (Ctr 1) returns you to the first page of the leave histories
   H. Shift F2 (Ctr 2) moves forward a pay period
   I. Shift F3 (Ctr 3) moves backward a pay period
   J. Shift F1 (Ctr 1) to clear the ssn so that you can input another ssn
   K. F1 (Alt 1) to go back to on-line inquiries menu
   L. Shift F12 (Alt =) to view pay histories

2. View Pay Histories
   A. Displays hours, pay, deductions, allotments, entitlements input for a particular pay period and retro active adjustments
   B. F2 (Alt 2) pages down
   C. F3 (Alt 3) pages back up
   D. Shift F2 (Ctr 2) moves forward a pay period
   E. Shift F3 (Ctr 3) moves backward a pay period. 26 pay periods are available to view
   F. Shift F1 (Ctr 1) to clear the ssn so that you can input another ssn
   G. F1 (Alt 1) to go back to on-line inquiries menu
   H. F12 (Alt =) to view time histories

3. View Time Histories
   A. Displays time that has been input by timekeeper, changes that have been made by the timekeeper or DCPS
   B. F2 (Alt 2) pages down
   C. F3 (Alt 3) pages back up
   D. Shift F2 (Ctr 2) moves forward a pay period
   E. Shift F3 (Ctr 3) moves backward a pay period
   F. Shift F1 (Ctr 1) to clear the ssn so that you can input another ssn
   G. F1 (Alt 1) to go back to on-line inquiries menu

Master Employee
1. Misc/Address/Net Check and Allotments/Quarterly Earnings
   A. Displays address, electronic funds transfer (EFT) information, date of birth, activity, organization, quarterly earnings
   B. Shift F1 (Ctr 1) to return to master employee menu
   C. F12 (Alt =) to go to pay rates and appointments
   D. F1 (Alt 1) to go back to on-line inquiries menu

2. Pay Rates and Appointments
   A. Displays rate of pay, pay plan, series, scd date, eod date, retirement, bi-weekly hrs, duty station, tsp, etc.
   B. F2 (Alt 2) to look at older pay rates and appointment screens
      Temporary records overlay permanent records and they are the first to be viewed, in their entirety. F2 (Alt 2) until permanent records come into view.
   C. F3 (Alt 3) to move back to newer pay rates and appt. screen
   D. Shift F1 (Ctr 1) to return to master employee menu
   E. F12 (Alt =) to go to entitlements
   F. F1 (Alt 1) to go back to on-line inquiries menu

3. Entitlement (Excluding LQA)
   A. Displays entitlements such as danger pay, physicians allowance, hazard pay etc.
   B. F2 (Alt 2) to look at older entitlement screens
   C. F3 (Alt 3) to move back to newer entitlement screens
   D. Shift F1 (Ctr 1) to return to master employee menu
   E. F12 (Alt =) to go to LQA entitlements
   F. F1 (Alt 1) to go back to on-line inquiries menu

4. LQA Entitlements
   A. Displays entitlements for Living Quarter Allowances
   B. F2 (Alt 2) to look at older LQA entitlement screens
   C. F3 (Alt 3) to move back to newer entitlement screens
   D. Shift F1 (Ctr 1) to return to master employee menu
   E. F12 (Alt =) to go to taxes
   F. F1 (Alt 1) to go back to on-line inquiries menu

5. Taxes
   A. Displays federal tax deductions that have been stopped (ppe date), changed (ppe date), or current (99/99/99 date)
   B. F2 (Alt 2) displays state tax deductions
   C. F3 (Alt 3) returns to federal tax deductions
   D. Shift F1 (Ctr 1) to return to master employee menu
   E. F12 (Alt =) to go to deductions
   F. F1 (Alt 1) to go back to on-line inquiries menu

6. Deductions
    A. Displays deductions such as FEGLI, FEHB, TSP, voluntary allotments input by Denver. Stopped deductions have a ppe date. current deductions have a 99/99/99 date
    B. F2 (Alt 2) pages down for additional information
    C. F3 (Alt 3) pages back up for previous information
    D. Shift F1 (Ctr 1) to return to master employee menu
    E. F12 (Alt =) to go to garnishment deductions
    F. F1 (Alt 1) to go back to on-line inquiries menu

7. Garnishment Deductions
    A. Displays involuntary deductions such as court ordered child support, alimony etc. input by Cleveland. Stopped deductions have a ppe date. Current deductions have a 99/99/99 date
    B. F2 (Alt 2) pages down for additional information
    C. F3 (Alt 3) pages back up for previous information
    D. Shift F1 (Ctr 1) to return to master employee menu
    E. F12 (Alt =) to go to year to date amounts
    F. F1 (Alt 1) to go back to on-line inquiries menu

8. Year to Date Amounts
    A. Displays gross/net pay, deductions, allotments, entitlements
    B. The amounts listed on the left hand side are current year
    C. The amounts listed on the right hand side are prior year
    D. F2 (Alt 2) pages down for additional information
    E. F3 (Alt 3) pages back up for previous information
    F. Shift F1 (Ctr 1) to return to master employee menu
    G. F12 (Alt =) to go to the schedule
    H. F1 (Alt 1) to go back to on-line inquiries menu

9. Schedule
    A. Displays the work schedule
    B. F2 (Alt 2) shows previous work schedules
    C. F3 (Alt 3) pages back to more current work schedules
    D. Shift F1 (Ctr 1) to return to master employee menu
    E. F1 (Alt 1) to go back to on-line inquiries menu

Leave Adjustment
1. Leave adjustment displays a retroactive adjustment that has not processed yet.
2. Leave audit displays a retroactive adjustment that has processed
   A. The effective date displayed is the pay period in which the adjustment was effective
   B. The adjustment date diplayed is the pay period in which the adjustment was actually input
3. F2 (Alt 2) pages down for addition information
4. F3 (Alt 3) pages back up for previous information
5. Shift F1 (Ctr 1) to clear the ssn so that you can input another ssn
6. F1 (Alt 1) to go back to on-line inquiries menu

Payroll Office Tables Menu (View Only)
1. Address Menu
   A. Accounting Activity
      a. Shift F1 (Ctr 1) to clear the activity so that you can input another activity
      b. F1 (Alt 1) to go back to payroll office tables menu
   B. Bond Issuing Agent
      a. F1 (Alt 1) to go back to payroll office tables menu
   C. Deduction Payee
      a. Shift F1 (Ctr 1) to input another code
      b. F1 (Alt 1) to go back to payroll office tables menu
   D. Disbursing Office Address
      a. Shift F1 (Ctr 1) to input another code
      b. F1 (Alt 1) to go back to payroll office tables menu
   F. Employing Activity Office
      a. Shift F1 (Ctr 1) to input another activity
      b. F1 (Alt 1) to go back to payroll office tables menu
   G. Federal Taxing Authority
      a. F1 (Alt 1) to go back to payroll office tables menu
   H. Payroll Office Address
      a. F1 (Alt 1) to go back to payroll office tables menu
   I. USUSH Deductions
      This is not used by CSR's
   J. Financial Organization
      a. Shift F1 (Ctr 1) to input another routing number
      b. F1 (Alt 1) to go back to payroll office tables menu
   K. Garnishment Payee
      a. Shift F1 (Ctr 1) to input another code
      b. F1 (Alt 1) to go back to payroll office tables menu

2. Employing Activity Record
   A. F10 (Alt 0) displays the accounting classification
   B. F12 (Alt =) pages back to activity information
   C. Shift F1 (Ctr 1) to input another code
   D. F1 (Alt 1) to go back to payroll office tables menu

3. Leave Bank
   Not used anymore

4. Accounting Activity Table
   A. F2 (Alt 2) pages down for additional information
   B. F1 (Alt 1) to go back to payroll office tables menu

5. T&A Site Identification
   A. Displays printer id, remote print and time sheet capability
   B. Shift F1 (Ctr 1) to input another T&A site
   C. F1 (Alt 1) to go back to payroll office tables menu

6. **Organization Record**
   A. This sub-menu is used to check if an organization has been input. Displays pay block, T&A site act/ind, CSR site act/ind, blanket advanced leave.
   B. Shift F1 (Ctr 1) to input another activity
   C. F1 (Alt 1) to go back to payroll office tables menu

7. Org Accounting Classification
   A. Shift F1 (Ctr 1) to input another activity
   B. F1 (Alt 1) to go back to payroll office tables menu

8. Work Schedule Default
   A. Displays the work schedule default if no work schedule is input for an employee
   B. F1 (Alt 1) to go back to payroll office tables menu

9. Standard Leave Job Orders
   Not used anymore

10. Activity Award Data
    A. Shift F1 (Ctr 1) to input another activity
    B. F1 (Alt 1) to go back to payroll office tables menu

11. Local Holiday
    A. F2 (Alt 2) to page down for more information
    B. F1 (Alt 1) to go back to payroll office tables menu

12. State/Local Tax
    A. Shift F1 (Ctr 1) to input another taxing authority
    B. F1 (Alt 1) to go back to payroll office tables menu

13. Pay Block Assigned
    A. F1 (Alt 1) to go back to payroll office tables menu

14. Payroll Office Master
    A. F1 (Alt 1) to go back to payroll office tables menu

15. Rotating Tour of Duty
    A. F2 (Alt 2) pages down for additional information
    B. F1 (Alt 1) to go back to payroll office tables menu

16. SDA Interface
    A. F1 (Alt 1) to go back to payroll office tables menu

17. System Status
    A. Displays the current pay period beginning/ending date, end of the month date, report generation date, oldest view on-line date, leave year end date
    B. F1 (Alt 1) to go back to payroll office tables menu

18. CSR Site Identification
    A. Displays printer id and remote print capability
    B. Shift F1 (Ctr 1) to input another CSR site id
    C. F1 (Alt 1) to go back to payroll office tables menu

19. Remote Disbursing Office
    A. Shift F1 (Ctr 1) to input another disbursing number
    B. F1 (Alt 1) to go back to payroll office tables menu

Leave Bank
Not used by DOD

Central Tables Menu (View Only)

The following tables are navigated by using:
Shift F1 (Ctr 1) to input a new date, table, activity etc.
Shift F2 (Ctr 2) to page down for additional information
Shift F3 (Ctr 3) to page back up for previous information
F1 (Alt 1) to go back to the central tables menu

1. Address Menu
   A. Bond Coordinators
   B. Charitable Organizations
   C. Health Insurance
   D. Master Payroll Office
   E. NAF Retirement
   F. Submitting Personnel Office
   G. Long Term Care Insurance
2. Cola
3. Overseas Educators
4. Interest Rates Table
5. Fegli Optional Rates
6. General
7. Geographic
8. GS Pay Cap Rates
9. GS Special Pay Cap Rates
10. Health Insurance Rates
11. Federal Holiday
12. Employee Organization Data
13. Retirement FICA Medicare
14. Executive SES Rates
15. Table Master
    A. Central Tables
    B. Local Tables
    C. Other Tables
16. State/Local Tax
17. Uncommon Tour of Duty
18. Savings Bond
19. Wage Board Pay Cap Rates
20. Wage Board Special Pay Cap Rates
    A. Hopper Dredge
    B. Navigation Lock and Dam
    C. Floating Plant
    D. Puerto Rico Wages
    E. Lithographers
21. Foreign Nationals (Cuba)
22. LQA/Post Class/F Post Dif/Dgr Pay
23. Post Classification Payment

24. SMA Annual Rate
25. Foreign Currency Conversion Rates
26. LES Remarks
27. Pay Period Dates

Overseas Allowances – Advances/Payment/Adjustments (used by payroll office only)
1. Shift F1 (Ctr 1) to clear ssn and code (YE/YJ) or to input new ones
2. Shift F2 (Ctr 2) to page down for more information
3. Shift F3 (Ctr 3) to page back up for previous information
4. F1 (Alt 1) to return to on-line inquiries menu

Accounting Data
1. Employee Locator
   A. Shift F1 (Ctr 1) to clear ssn to input a new ssn
   B. F1 (Alt 1) to return to the accounting data menu

2. Employee Level Accounting Classification
   A. Shift F1 (Ctr 1) to clear ssn to input a new ssn
   B. F1 (Alt 1) to return to the accounting data menu

3. Organization Level Accounting Classification
   A. Shift F1 (Ctr 1) to clear ssn and org to input a new information
   B. F1 (Alt 1) to return to the accounting data menu

4. Employing Activity Level Accounting Classification
   A. F10 (Alt 0) displays the accounting classification
   B. F12 (Alt =) takes you back to the employee activity
   C. Shift F1 (Ctr 1) to clear activity to input a new one
   D. F1 (Alt 1) to return to the accounting data menu

5. Accounting Activity Address
   A. Shift F1 (Ctr 1) to clear activity to input a new one
   B. F1 (Alt 1) to return to the accounting data menu

Cash Awards
1. Displays cash awards the employee has received
2. Shift F1 (Ctr 1) to clear ssn and input a new one
3. F1 (Alt 1) to return to the accounting data menu

Bond Details (this sub-menu does not work)

Prepaid Health Benefits Premium Collections (used by payroll office only)

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